

NATIONAL LIBRARY, KOLKATA
RULES FOR THE ISSUE OF BOOKS ON LOAN

1. The Lending Section will remain open on all working days from 9A.M. to 8 P.M. and from 9.30 A.M to 6 P.M. on Saturdays, Sundays and other Holidays notified by the Library except on (i) Republic Day, (ii) Independence Day, (iii) Mahatma Gandhi's Birthday and other special holidays if any, when the Library is completely closed.
2. Books will be lent free of any fee or subscription to members of the public not less than eighteen years of age, residing in any part of India on their enrolling themselves as a member of the Lending Section of the Library and depositing as security a sum of money enough to cover the value of books lent or even a higher amount, if the nature of the books lent so demands. Regular of changing that amount with every transaction. The deposit money must always be paid in advance.

Generally, only two books which are known to the Library to be in print will be lent out.

Note: - In calculating the price of foreign publications lent to the borrowers the Lending Section will be guided by instructions issued from time to time by the Head of the Library on the Basis of current market value of foreign exchange. The price of a book calculated for purpose of issue on loan will be 30 per cent higher than the official rate.

3. The minimum amount acceptable as security is Rs. 50.00 (Rupees fifty only) and in the case of additional deposit the minimum amount acceptable is Rs. 20.00(Rupees twenty only) or multiples there of. Borrowers are requested to transact money not more than on five occasions.

Note: - Borrowers are requested to preserve deposit receipts carefully.

4. The refund security money shall be governed by Rules specially framed for the purpose.
5. Books required by Government Departments for departmental use and by recognised institutions may be issued without any deposit. The Library also provides facilities for inter-library loan. Such loan shall be subject to instructions issued from time to time by the Head of the Library.
6. No book that for the time being forms part of the Reference Collection in the Reading Room or any book valuable for its rarity, its illustrations or otherwise shall be lent out without the special permission of the head of the Library.
7. Periodicals, Journals, Indian Official Documents, foreign Official Documents, Newspapers, Non-book materials and gift collections as well as books which cannot bear the strain of transit will not normally be lent out. Manuscripts in original will not be lent out.
8. Except with the special permission of the Librarian/Director no person shall have in his /her possession at any time more than two works or six volumes.
9. Books lent may be kept for a period of two weeks, which period may be extended at the request of the borrower either written or verbal; but in no case shall a book be allowed to remain with the borrower for more than one month at a stretch. Books lent are liable to be recalled before the expiry of this period.
10. The cost of the carriage of books from and to Calcutta shall be borne by the borrower. Books will be forwarded per V.P.P. for postage and they should be returned under registered cover, and no money or postage stamps will be accepted to cover the forwarding charges.

11. A book lost or damaged in any way by a borrower shall have to be replaced by him/her. If a book is not replaced or returned after a due notice is served, such compensation therefore as may be determined by the Library shall be deducted from the Borrower's deposit without further reference to him/her. His/her membership is liable to be cancelled after such deduction.

The Head of the Library also reserves the right to forfeit the entire deposit of the borrower and to debar him/her from further use of the Library.

12. A late fee of Rs.0.20p. per day, per volume or as fixed from time to time will be charged, if books are not returned within the prescribed period. A borrower may not be allowed to borrow books again unless he/she has paid the late fee due.

The late fee must be paid at the time of returning the books. However, if the borrower does not pay the late fee within two months from the date of return of the books, it may be deducted from his deposit without notice. His membership is liable to be cancelled after such deduction.

13. Every depositor will get a borrower's ticket and he/she will be responsible for all books borrowed on that ticket. The borrower's ticket is not transferable.

The borrower will be responsible for safe custody of his/her ticket. In case the ticket is lost, a duplicate ticket may be issued to him/her only on his/her applying in the prescribed form in such manner as may be fixed by the Head of the Library and on payment of a fee of Rs.5/- (Rupees five only). The borrower will be responsible for any misuse of his /her lost ticket.

14. The cash counter for the purposes of Deposits, Withdrawals, Late fees, etc. will remain open from 10 A.M. to 3 P.M. (with lunch break from 1.30 P.M. to 2.00 P.M.) except on Saturdays, Sundays and other Holidays notified by the Library.

RULES COVERING THE REFUND OF BORROWER'S DEPOSIT MONEY

1. If books borrowed from the Library by a borrower are not returned even after due notice, such compensation therefore as may be determined by the Head of the Library shall be deducted from the amount deposited by him.
2. In case the balance, if any, left after making the deduction, referred to in Rules 11 and 12 of the "Rules for the Issue of Books on Loan" is not claimed within three years from the date on which books were lent out, the whole amount of the balance shall be regarded as forfeited to the Government.
3. No claim to money deposited by a borrower will be entertained unless the borrower's ticket and the receipt for the deposit is produced duly receipted on its back, and that over revenue stamp of the appropriate value.
If the ticket is lost, the borrower will have to give such declarations as may be determined by the Head of the Library, and will have to pay a sum of Rs. 5.00(Rupees five) only.
4. Cases where a deposit receipt is alleged to have been lost shall be covered by items 4 and 5 of the bye-laws.
5. Refund of deposits of Rs.30.00 or more shall be paid by cheque. This rule may not apply to foreign citizens.
